

Job title	Technical Administrative Assistant
Reports to	Executive Director

Job purpose

The Technical Administrative Assistant is responsible to provide support to the Executive Director.

Duties and responsibilities

- Offering administrative assistance to the Executive Director (ED)
- Workload is assigned by the ED and can come from a variety of sources (eg Directors, Clubs, Coaches) and may include but not limited to:
 - Preparation of technical documents
 - Preparation of annual meetings
 - Organize seminars for coaches and athletes
 - Strategic plan execution
 - Coordinate officials training
 - Recruit officials for events
- Creation and maintenance of CompetitiveSkate Database
 - Aligned with Skate Canada Long Term Athlete Development
 - Track skater performance
- Logistical support for events
- Various administrative duties pertaining to team management
- Other duties and projects as assigned by the Executive Director

Qualifications and experience

- Excellent knowledge of figure skating and Skate Canada New Brunswick
- Proficient in Microsoft Word, Excel, and PowerPoint
- Excellent written and verbal communication skills
- Ability to influence positive change
- Ability to work independently with minimal supervision
- Experience working cooperatively with volunteer committees
- Event planning (eg. organizing a seminar)
- Ability to perform in a fast-paced, changeable environment
- Travel may be required
- Bilingualism is an asset

Working conditions

- Salary: \$15/hour
- Maximum 15 hours/week
- Duration of term: Twelve (12) months
- Location: Flexible
- Travel may be required

PLEASE NOTE, ONLY EMAILED APPLICATIONS WILL BE ACCEPTED.

Please email Resume and Cover letter to:

Lise Auffrey-Arsenault

Executive Director, Skate Canada New Brunswick

Executivedirector@skatenb.org

Closing Date: 4pm, Atlantic Standard Time, November 30, 2017

We thank all those who apply. Only those selected for further consideration will be contacted.